

New User Energizer

Training Energizer



IRBNet provides the research community with an unmatched set of secure, web-based collaboration tools to support the design, management, review and oversight of research involving human subjects, animal models, recombinant DNA, and more.

This Energizer covers how to register an account in IRBNet and manage your User Profile. It will illustrate how to:

- Create and activate your account in IRBNet
- Manage your affiliations from your User Profile
- Add and submit necessary Training & Credential records
- Maintain your T&C records on an on-going basis

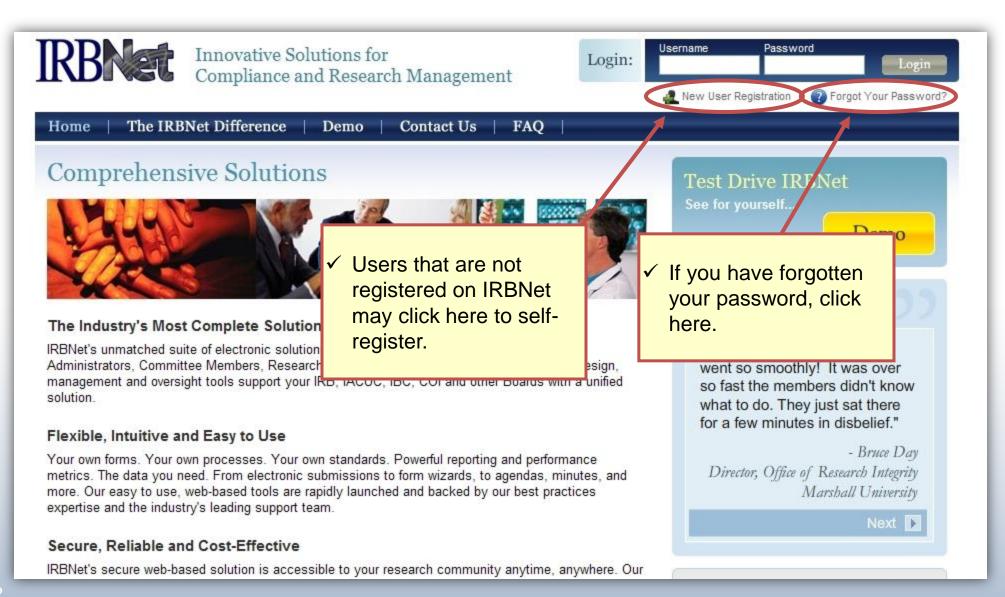




New User Registration



To begin the registration process, go to www.irbnet.org and click the New User Registration link.

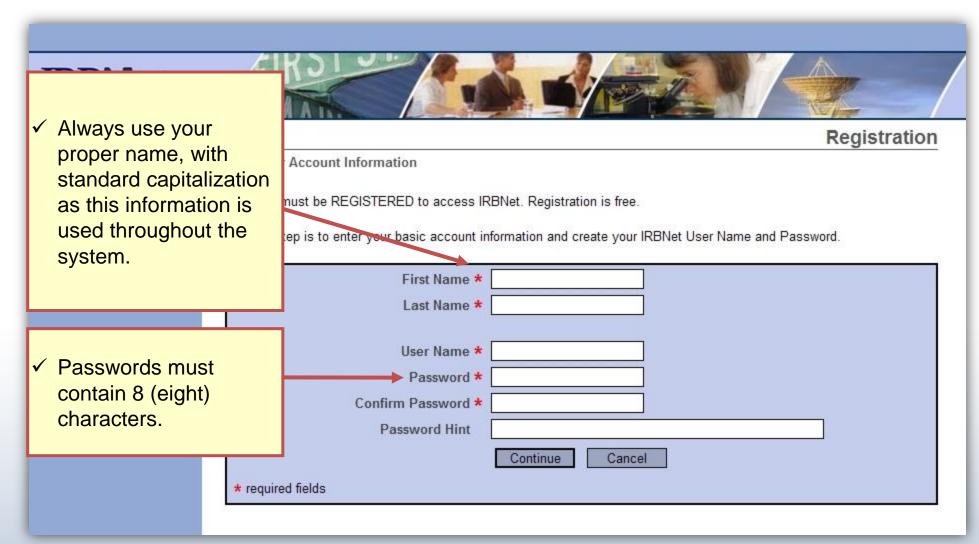




Basic Account Information



Fill out your first and last name, and choose a username and password.

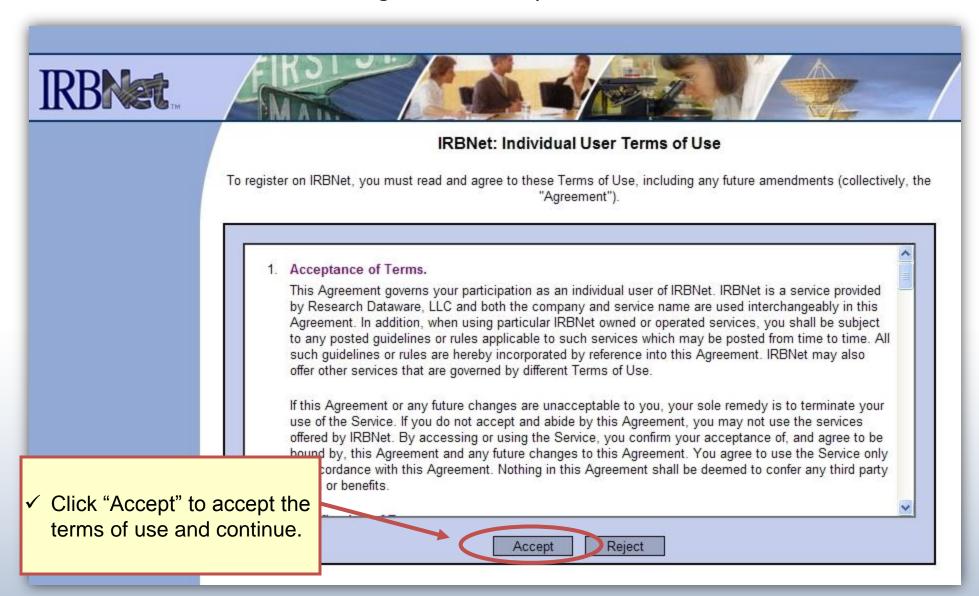




Individual Terms of Use



All IRBNet users must agree to the Individual Terms of Use in order to register on the system.

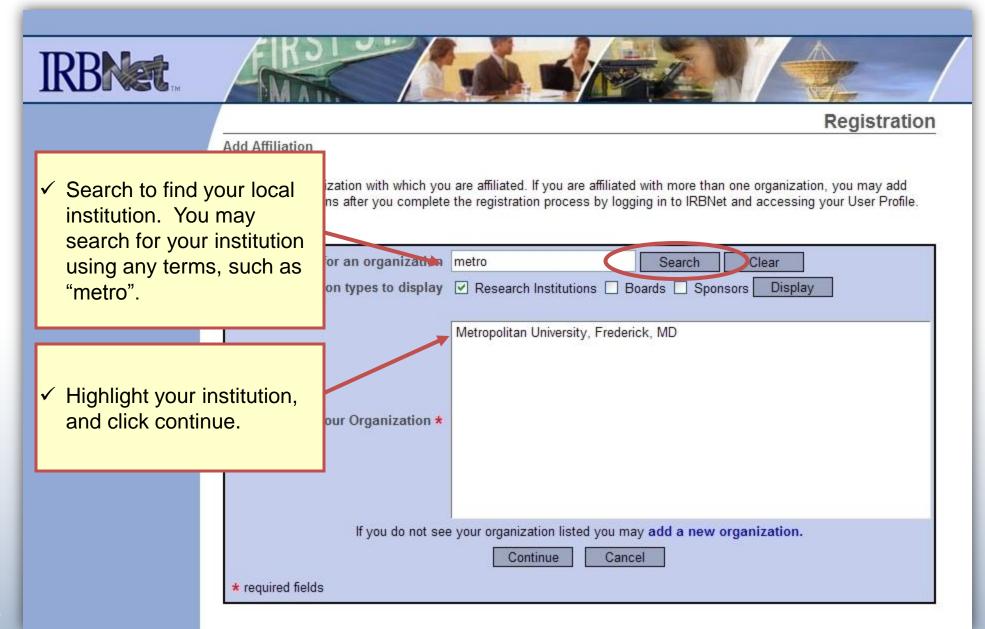




Select Your Organization



Search to find your local institution. Contact your local coordinator if you are unclear where you should register.

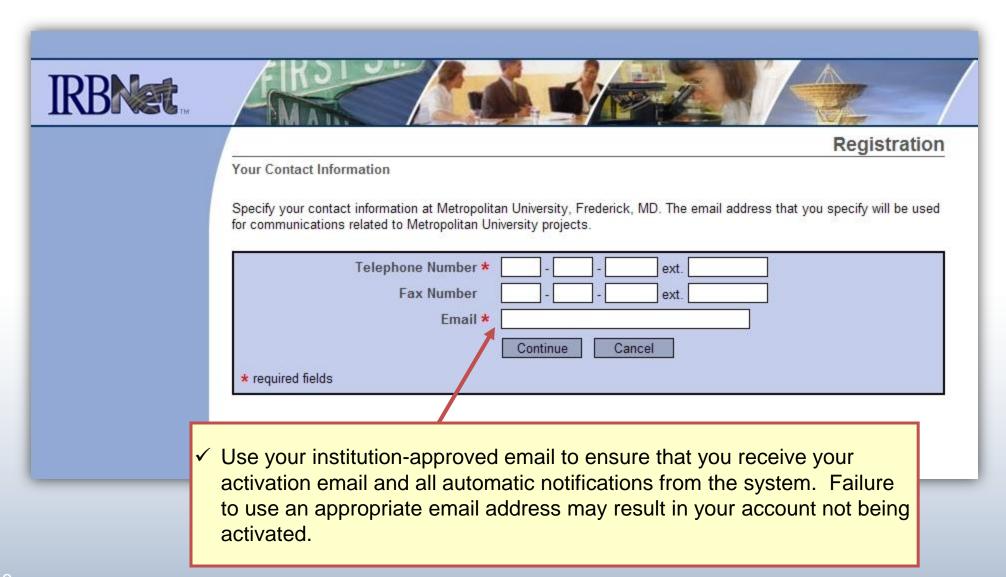




Contact Information



Fill in your contact information. Be sure to use a valid email address. You will need to be able to receive emails from IRBNet in order to activate your account.

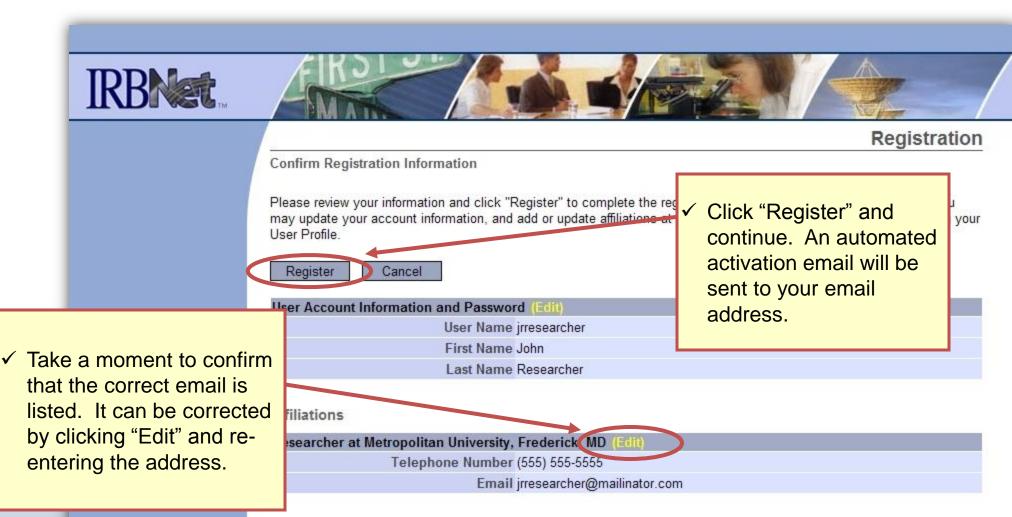




Finalize Registration



Verify that the information you have entered is correct. If any of the fields need to be edited, you may do so using the yellow "Edit" links.



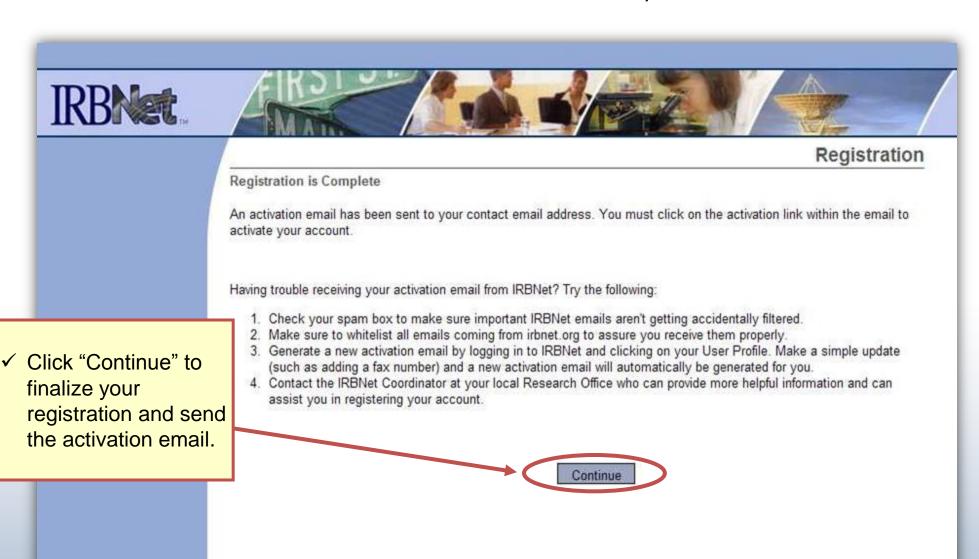
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Registration Complete



Once you finalize your registration, an activation email will be sent to your registered email address. You will need to click the link within that email to activate your account.



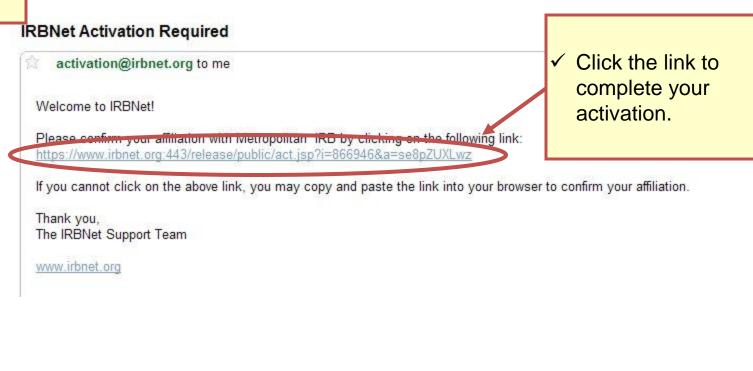


Complete Activation



Visit the inbox of your registered email address and click the link within the "IRBNet Activation Required" email to activate your account.

 From your email inbox, open the "IRBNet Activation Required" message.



Congratulations, you are now a member of the National Research Network!



Manage Affiliations



User Profile



From the User Profile page you can add additional affiliations and trigger additional activation emails, if needed.

- Use the Add an Additional Affiliation link to add research affiliations.
- This is helpful if you are affiliated with multiple institutions, or if you are both a researcher and a board member.

Your User Profile

access this page at any time to update your account information, change your password, manage your affiliations age your Training & Credentials records.

if you add or update an affiliation you will be sent an activation email to your contact email address. You must he link in the activation email to confirm your changes.

count Information and Password (Edit)

User Name irresearcher

First Name John

Last Name Researcher

Affiliations

Add an Additional Affiliation

Researcher at Metropolitan University, Frederick, MD (Edit) (Desetivate)

Telephone Number (123) 456-7890

Email irbdefault@mailinator.com

Training & Credentials

IRBNet allows you to track and share your training records, certifications, resumes and oth added to your profile, your training and credentials can be easily linked to your projects from by your project teams and can be quickly accessed and tracked by the boards that review permit you to directly submit your training and credentials without requiring you to link thes

There are currently no documents in your profile.

Click the "Send me an activation email" link to trigger an additional activation email to your registered email address.

Send me an activation email



Add Training & Credential Records IRBNet



User Profile

Upload appropriate Training & Credential (T&C) documents to your User Profile, as required by your local institution.

Welcome to IRBNet John Researcher

My Projects

Create New Project

My Reminders

Other Tools

Forms and Templates

Manage Your User Profile

You may access this page at any time to update your account information, change your password, manage your affiliations and manage your Training & Credentials records.

Note that if you add or update an affiliation you will be sent an activation email to your contact email address. You must click on the link in the activation email to confirm your changes.

User Account Information and Password

User Name irresearcher

First Name John

Last Name Researcher

Affiliations

Add an Additional Affiliation

Researcher at Metropolitan University, Frederick, MD

Telephone Number (123) 456-7890

Email irbdefault@mailinator.com

Training & Credentials

IRBNet allows you to track and share your training records, certifications, resumes and other personal credentials. Once ur training and credentials can be easily linked to your projects from the Designer, are accessible nd can be quickly accessed and tracked by the boards that review your projects. Some boards also bmit your training and credentials without requiring you to link these records to specific projects.

✓ Click here to upload T&C documents.

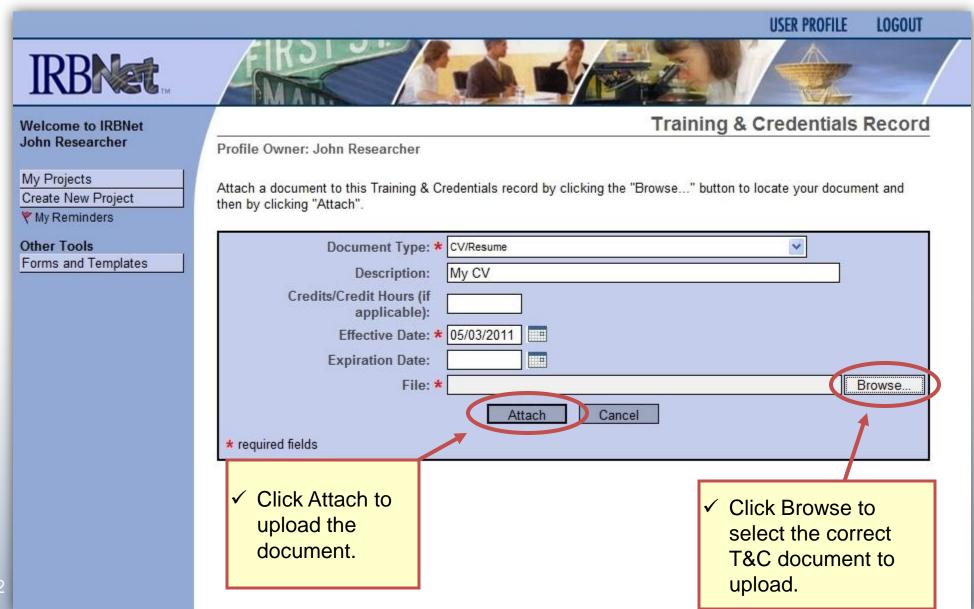
There are currently no documents in your profile.



Enter Record Information



Enter the appropriate information and select the correct T&C document. Be sure to enter accurate Credit Hours and Expiration Date if applicable.



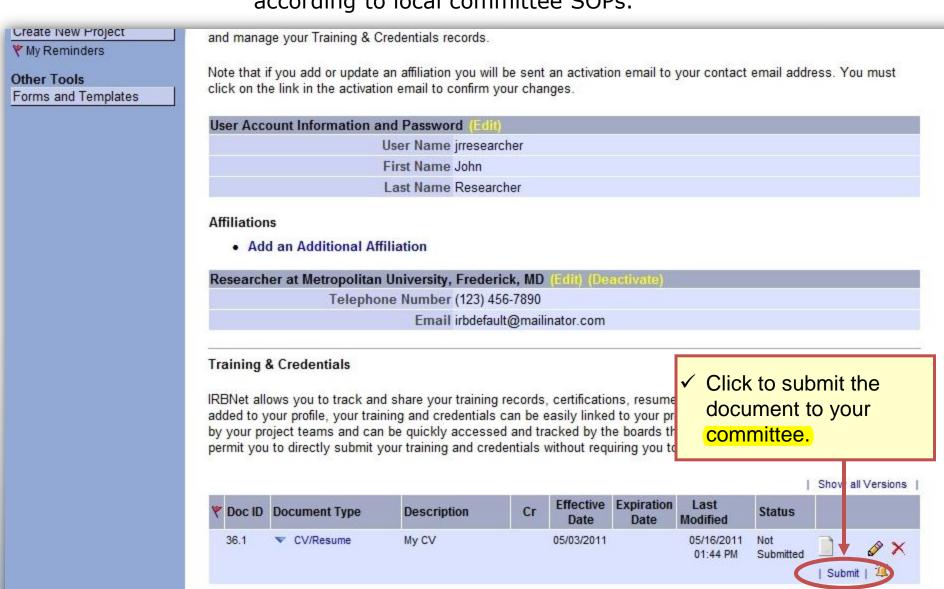


Submit T&C Documents



Submit uploaded T&C documents to the correct committee, according to local committee SOPs.

Add New Record





Manage your User Profile



Upload additional T&C documents as needed and keep your existing documents up to date as credentials change.

Other Tools

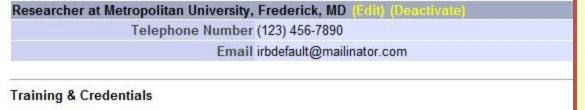
Forms and Templates

Note that if you add or update an affiliation you will be sent an activation email to your contact email address. You must click on the link in the activation email to confirm your changes.

User Account Information and Password (Edit) User Name jrresearcher First Name John Last Name Researcher

Affiliations

Add an Additional Affiliation



IRBNet allow added to you by your proje permit you to

 Highlighted Expiration Date indicates this document will expire within the next 60 days. esumes and other pers our projects from the D ords that review your pr you to link these recor

- To update a document, use the Pencil icon.
- The bell icon shows Messages and Alerts.
- Message coordinators using the envelope icon.



Where to Get Help...



Your Committee Office can offer you assistance and training on IRBNet as well as advice on how to comply with important policies and standards as you use IRBNet.